

DEPARTMENT OF THE ARMY
1ST INFANTRY DIVISION BAND
5302 ASHBY AVENUE
FT. RILEY, KANSAS 66442

AFZN-BH

6-Dec-06

MEMORANDUM FOR Commander, 1st Inf. Div. & Fort Riley, ATTN: AFZN-GT-O-CTO,
Building 500, Room 12, Fort Riley, KS 66442

SUBJECT: Request for Tasking

1. **Recommendation:** The 1ID Band Commander recommends that the following request be approved / disapproved.
2. **Name or Title of Event:**
3. **Requestor:**
 - a. Name:
 - b. Telephone #:
 - c. Email:
 - d. FAX #:
4. **Group Requested** (circle one, or delete others if doing this digitally):
 - a. Marching Band (parades)
 - b. Ceremonial Band
 - c. Jazz Band (15-20 persons)
 - d. Jazz Combo (3-6 persons)
 - e. Dixie Band
 - f. Brass Quintet
 - g. Woodwind Quintet
 - h. Piano
 - i. Other:
5. **When:**
 - a. Date / Time of Event:
Band performance time to not exceed 2 hours cumulative
6. **Where:**
7. **Why:**
8. **Details of Event:**
9. **Requestor can provide:**
 - a. Transportation?
 - b. Meals / Beverages?
 - c. Lodging?
 - d. Changing / Storage Room(s)?
 - e. Chairs?

10. If less than 60 days from event, state reason:

11. Band POC: SSG Keith Cassant, S3 Operations NCOIC, 210-7566, is the POC for this action.

12. Legal Review: Recommend forwarding packet to SJA for legal review IAW AR 360-1, Paragraph 7-2, Page 25; and AR 220-90, Paragraph 2-3, 2-4, Page 11-12.

W. SCOTT MACDONALD
CW2, AG
Commanding